

## Newchurch Parish Council

Minutes of Meeting 2022-7 held on Monday 18th July 2022 in person in The Old Wool Store, Brooker Farm, Newchurch Lane, Romney Marsh, TN29 0DT. At 7.31 pm the Ordinary Parish Council Meeting began.

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
2022-7-1	Persons Present	<u>Councillors</u> Tony Goode, Alison Youd, Deborah Woollard, James Farrant; <u>Officer</u> , Mr Michael Sharpe (Clerk & Responsible Financial Officer RFO to Newchurch Parish Council/ NPC)	
2022-7-2	Apologies	Cllr Colin Woollard (unavoidably detained elsewhere). In the absence of Chairman Cllr C Woollard, Vice-Chair Cllr Youd presided at this meeting. Councillors present approved the Chairman's reason for absence under section 85(1) of the Local Government Act 1972.	
2022-7-3	Declarations of Interest	None made.	
2022-7-4	Approval of minutes of the previous meeting	The minutes of the Parish Council meeting of 6th June 2022 were examined and discussed and unanimously APPROVED. Proposed T Goode seconded D Woollard.	<u>ACTION Clerk</u> to place signed copy in Minute Book straightway, and update website, by 31 <sup>st</sup> July.
2022-7-5	Matters arising	<p><u>2022-6-5</u> Mr Sharpe stated he was still composing the letter of engagement of the Internal Auditor 2022-23.</p> <p><u>2022-6-7</u> Cllr Farrant confirmed he had submitted his Declaration of Pecuniary Interests form to Folkestone &amp; Hythe District Council (FHDC).</p> <p><u>2022-6-8</u> Mr Sharpe confirmed he had received the most recent Bank Statement just before this meeting. Councillors thanked Cllr D Woollard for ensuring the AGAR documents had been properly posted up on the Village Notice Board.</p> <p><u>2022-6-10</u> Mr Sharpe reported that he is still in correspondence with the relevant Engineer at FHDC regarding permission for siting the Dog Waste Bin on a Highways verge and arranging for its regular emptying.</p> <p><u>2022-6-11</u> Mr Sharpe informed the Council that the Playground Inspection (unaccompanied) had been carried out on 7<sup>th</sup> July by Playsafety Ltd, but the written report had been received by him by email too late for circulation before this meeting.</p> <p><u>2022-6-12</u> Cllr Farrant reported that he had attended the FHDC Licensing Forum and found it useful and enjoyable, but not very relevant to NPC's activities. Other Councillors reported favourably on the Fifth Continent Heritage Exhibition at Ivychurch Village Hall.</p> <p><u>2022-4-9</u> Councillors agreed formally to withdraw the request for Jubilee celebrations grant funding from KCC, since no expenditure had been incurred by NPC.</p>	<p><u>ACTION Clerk</u> to expedite at earliest convenience.</p> <p><u>ACTION Clerk</u> to circulate 47-page report electronically as soon as possible.</p> <p><u>ACTION All Councillors</u> to read report and debate remedial actions at September meeting.</p>
2022-7-6	Public Interval	No members of the public were present. The PCSO is using an email distribution system to circulate short topical	

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		reports: <a href="mailto:alert@neighbourhoodalert.co.uk">alert@neighbourhoodalert.co.uk</a>	
2022-7-7	FINANCIAL REPORT	<p>As RFO, Mr Sharpe produced a Bank Reconciliation showing monies at bank on 17th July of £8189.44.</p> <p><u>Cheques for payment :</u>  Hopkins St Mary's Bay <i>Defib routine maintenance yearly contract 2022</i> £189.00 + £37.80 VAT = £226.80  Hopkins St Mary's Bay <i>Defib replacement parts kit after emergency use at Village Hall on 26<sup>th</sup> June</i> £114.30 + £22.86 VAT = £137.16  Commercial Computer AntiVirus Protection Renewal yearly August 2022 to August 2023 <i>Reimbursement to Clerk</i> £99.99 No VAT  M Sharpe, Clerk, <i>salary 5<sup>th</sup> April to 4<sup>th</sup> July</i> £469.80;  James Farrant, Councillor <i>travel expenses to Folkestone for Licensing Forum</i> £14.40  5 cheques <b>TOTAL £948.15</b>(to leave £7,241.29 at bank on 31<sup>st</sup> July).The Council RESOLVED to accept the report and to sign the cheques.</p>	<p><u>ACTION Clerk /RFO</u> to reconcile and file bank statement when received.</p> <p><u>ACTION Clerk</u> to post cheques and update internal records as soon as convenient.</p>
2022-7-8	Planning	<b>22/0586/FH</b> The Manor House, Newchurch, TN29 0DL <i>Listed Building Consent : Proposed internal alterations, and infill current boiler room to enclosed space.</i> After due debate the Council RESOLVED to support the application.	<u>ACTION Clerk</u> to notify decision to FHDC Planning Portal by 19 <sup>th</sup> July.
2022-7-9	Playground	Councillors discussed recent complaints from playground users about thistle weeds growing in the bark chippings, a damaged swing seat and the litter bin being full and disturbed by wildlife. They RESOLVED to engage a contractor to help with long-term weed control; to examine and if necessary replace the swing seats; and to notify FHDC through its 'MyAccount' reporting system if the bin is not being emptied properly.	<u>ACTION Cllr A Youd</u> to obtain quotes for various methods of weed control and circulate by email; <u>ACTION Cllr D Woollard</u> to examine swings and tape off if necessary.
2022-7-10	Correspondence	An email had been received from the Ann Robson Trust asking for help in publicizing its efforts to aid end-of-life care in the UK. After due debate Councillors RESOLVED to refer the charity to the <a href="http://newchurchvillage.org">newchurchvillage.org</a> website	<u>ACTION Clerk</u> to arrange with webmaster and reply to charity email, by 31 <sup>st</sup> July.
2022-7-11	Exchange of information	Councillors D Woollard and Farrant informed the Council of the imminent change of look on the Village Notice Board. Councillors also noted that the bus shelter (belonging to FHDC) appeared to be more upright and serviceable now, after problems had been reported. The Clerk reported a request for vegetation clearance around the base of the Village Sign in the Donkey Field, needing permission from the landowners to access.	
2022-7-12		The Council RESOLVED to hold its next Ordinary Parish Council Meeting at The Old Wool Store, Brooker Farm, Newchurch, on Monday 5 <sup>th</sup> September at 7.30pm	<u>ACTION Clerk</u> to book venue and circulate Agenda etc. by 30 <sup>th</sup> August.

The Vice-Chair declared the Parish Council meeting to be concluded at 8.10 pm. END.